



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY HUMAN RESOURCES SPECIALIST

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list.
Location: Headquarters, Newington, CT
Job Posting No: 83646
Hours: 40 hours/week, Monday – Friday (8:00 am to 4:30 pm)
Salary: MP 60: \$70,662.00 to \$96,351.00 annual
Closing Date: October 28, 2016

This position is located in Labor Relations division of the Human Resources Unit. The position will be responsible for a full range of labor relations functions including but not limited to conducting and issuing responses for lower level grievance and reclassification conferences; presenting management's position at higher level reclassification appeals; managing the agency's drug and alcohol testing program; coordinating all FOI requests for HR; overseeing the Records Retention for HR; interpreting labor contracts, past practice, regulations and Statutes for managers and supervisors and conducting research as required.

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Specialist examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to counsel employees; ability to design and deliver training programs.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years professional experience in human resources management.

Substitutions Allowed

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees one (1) year as a Human Resources Associate or Human Resources Consultant 1 may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applications will not be considered without all the required documents. The candidate pool resulting from these interviews may be used to fill future Human Resources Specialist positions in the Human Resources Unit, Bureau of Finance & Administration within twelve months.

Application Instructions:

Interested and qualified candidates who meet the above requirements should complete and submit a cover letter, resume, and application for Employment (CT-HR-12) by October 28, 2016. State employees must also include copies of their last two (2) service ratings. Send documents to:

Doreen Rossi
Principal Human Resources Specialist
Human Resources Unit
Bureau of Finance & Administration
Connecticut Department of Transportation
PO Box 317546
Newington, CT 06131-7546
FAX: 860-594-3369

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.